Tip of the Month-April 2015

What? An email from the Business Office
Why? To inform, remind, suggest or notify
When? Monthly
Who? From the Business Office to employees

Reminders

- All employees are encouraged to sign up for direct deposit. If you have not already done so, please consider this safe, easy and convenient way to receive your paycheck. You may deposit your funds in up to three different accounts. Simply complete a direct deposit authorization form and return to the Payroll Office. After you enroll, your pay advice will be available on line through WebAdvisor, one day before the pay date.

- All staff time cards must be submitted and approved by the deadlines set in order to be processed in the current week's payroll. Paper time cards must be received in the Payroll Office by Monday at 9 a.m. Please also remember to put your seven digit Hamilton ID number on your paper time card. Electronic time cards must be submitted to your supervisor for approval no later than 9 a.m. on Monday and supervisor approval must be completed no later than 10 a.m. on Monday. Time sheets will not be processed without your electronic signature or supervisor's approval.

- If the supervisor is not available during the approval period, he/she should designate an alternate supervisor who will approve time cards on his/her behalf and notify the Payroll Office so the designee can be set-up in WebAdvisor. The alternate supervisor will not receive the automatic email when the employee’s time card is ready for approval, so it is important that the alternate supervisor knows when he or she needs to approve time. Click here for alternate supervisor instructions.

- The 2015 Summer Student Payroll Calendar will be available by the end of next week and can be found on the Payroll Pay Cycles and Calendar Page. Please be sure to share with the students who will be working with you this summer.

Notifications

- The following updates have been made to the Business office website:
  - Under Accounts Payable, there is a link to Payments to Foreign Visitors with detailed information on what is required when hiring a foreign speaker or foreign company. Payments to foreign entities are complicated due to immigration and tax laws. Please refer to this page to help us process your foreign payments promptly and accurately.
- Also under Accounts Payable, the Wright Express Corporate Credit Card page has been updated to locate information more easily and answer your questions.

For feedback or questions please call me at x 4313.

Shari